

**KING FAISAL SPECIALIST HOSPITAL AND RESEARCH CENTER  
NURSING AFFAIRS & MANPOWER SERVICES**

**CURRENT OPENINGS  
Grade 9 and above, plus Administrative and Technical Positions**

**Posted: 28 July 2007**

Position	Unit	Closing Date	Requirement/ Experience Please check the "Required Documentation Checklist" under Promotions & Transfers page on the Employee Portal Nursing Intranet Site for further requirements for the position you are applying. Need English translation of documents not in English.
Clinical Instructor (Grade 9)	DMU F-25-604-01-00-035	08 Aug 07	<ul style="list-style-type: none"> <li>Bachelor's Degree in Nursing or Registered Nurse with country specific post registration program. <b>Evidence must be provided.</b></li> <li>Current Registered Nurse licensure from country of origin required. <b>Evidence must be provided.</b></li> <li>Four (4) years of hospital experience including one (1) year clinical teaching experience/preceptoring required. <b>Evidence must be provided.</b></li> </ul>
	C-1 F-25-604-01-00-043	08 Aug 07	
Education Coordinator (Grade 11)	Pediatrics F-25-604-01-00-013	08 Aug 07	<ul style="list-style-type: none"> <li>Master's Degree in Nursing, Education or related discipline. OR Bachelor's Degree in Nursing with a formal diploma in education required. <b>Evidence must be provided.</b></li> <li>Current Registered Nurse licensure from country of origin required. <b>Evidence must be provided.</b></li> <li>Six (6) years of acute care hospital nursing experience with at least two (2) years experience in area of specialty and at least two (2) years in a dedicated teaching program providing staff development or nursing education.</li> </ul>
	Perioperative <b>(Pending Opening)</b>	08 Aug 07	
Program Director (Grade 12)	Nursing Administration (CCC/ Maternal-Child) L-25-602-01-00-001	08 Aug 07	<ul style="list-style-type: none"> <li>Master's degree in Nursing or related health discipline or MBA required. <b>Evidence must be provided.</b></li> <li>Current Registered Nurse licensure from country of origin required. <b>Evidence must be provided.</b></li> <li>Seven (7) years experience as a registered nurse in acute care hospital including four (4) years in a leadership role.</li> </ul>
	Peri operative F-25-602-00-00-010	08 Aug 07	

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Head Nurse (Grade 10)	CCC-Outpatient Treatment Area/ Drop In Clinic L-25-602-03-00-001 <b>(Pending Transfer)</b>  CCC-CWB L-25-602-04-00-001  CCU F-25-648-02-00-001  OR IV F-25-648-06-00-001  EMS F-25-651-10-00-001	08 Aug 07  08 Aug 07  22 Aug 07  22 Aug 07  22 Aug 07	<ul style="list-style-type: none"> <li>• Bachelor's degree in Nursing or Registered Nurse with country specific post registration program. <b>Evidence must be provided.</b></li> <li>• Current Registered Nurse licensure from country of origin required. <b>Evidence must be provided.</b></li> <li>• Six (6) years hospital experience as registered nurse.</li> </ul>
Department Assistant (Grade 6)	Operating Room F-25-640-01-00-080	08 Aug 07	<ul style="list-style-type: none"> <li>• High School Education and formal training required. OR IPA Diploma in Executive Secretary or any related discipline required. Evidence must be provided.</li> <li>• Basic knowledge of computer programs (at least MSWord) required.            Bilingual Arabic Typing: 20 WPM English Typing: 15 WPM            Non-Bilingual: English Typing: 25 WPM</li> <li>• One (1) year of general clerical experience required with High School education. OR No experience required with IPA Diploma</li> </ul>

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<b>Hospital Assistant II (Grade 7)</b>	<b>Nursing Development &amp; Saudiization</b> <b>F-25-604-01-00-007</b>	<b>08 Aug 07</b>	<ul style="list-style-type: none"> <li>• High School Education and formal training in office, secretarial, typing and computer programs (MS Word, MS Excel and MS Access) required. <b>Evidence must be provided.</b></li> <li style="margin-left: 20px;">Bilingual  <div style="display: flex; justify-content: space-between; width: 80%;"> <span>Arabic Typing: 20 WPM</span> <span>Non-Bilingual: English Typing: 35 WPM</span> </div> </li> <li>• English Typing: 30 WPM</li> <li>• Two (2) years of general clerical experience required.</li> <li>• Shorthand ability may be required based on job requirements.</li> </ul>
<b>Ward Clerk (Grade 6)</b>	<b>CSICU Step Down</b> <b>F-25-648-05-00-037</b> <b>(Pending Transfer)</b>  <b>A-3</b> <b>F-25-656-04-00-060</b>  <b>CCC-CWB</b> <b>L-25-602-09-00-001</b>  <b>CCC-CWA</b> <b>L-25-602-02-00-068</b> <b>(Pending resignation)</b>	<b>08 Aug 07</b>  <b>08 Aug 07</b>  <b>08 Aug 07</b>  <b>08 Aug 07</b>	<ul style="list-style-type: none"> <li>• High School education required. Evidence must be provided.</li> <li>• Basic computer proficiency preferred.</li> <li>• No experience required.</li> <li>• Bilingual English and Arabic</li> </ul> <p style="text-align: center; color: red; font-weight: bold; font-size: 1.2em;">SAUDI NATIONALS ONLY</p>

**NOTE:**

**Please submit your completed applications to the Nursing Recruitment Office (MBC-73) or Manpower Services (MBC-17). Completed applications should be submitted by identified closing date. You may still submit applications even though position is closed for application, but there is no guarantee that this application will be considered.**

**Blank forms are available on Employee Portal Nursing Intranet site under “Required Documentation” on Promotions & Transfers page. You can complete these forms online. Failure to submit required documentation will lead to disqualification from consideration.**

**Job Description and Scope of Service are available on Employee Portal Nursing Intranet site under “Job Descriptions” on Promotions & Transfers page. **You are advised to check qualifications carefully to ensure eligibility.****

**Need English translation of documents not in English  
Please attach only those documents that are requested on the checklist**